

## Application for Income Assessed Home to School Transport (Year Groups 7 - 11)

General guidance on eligibility for home to school transport can be found overleaf. A separate application form should be completed for each child that requires transport.

Surname of Child:  Forename(s):

Date of Birth:  Current Year Group  Male  Female

Current home address:   
 Postcode:

Contact Telephone No.:  Email:

Name of Parent/Carer:  (Mr/Mrs/Miss/Ms/Dr)

Relationship to child:

School to which transport is requested:

Date transport required from\*:

**\* Please note that once we have confirmed you are eligible, it may take a further 20 working days to arrange your transport assistance.**

**Reason why transport is required (see overleaf for eligibility guidance).** Please tick appropriate boxes and attach any supporting evidence as detailed

I am registered with the Authority as eligible for free school meals (we will check our records to confirm that this is the case)

I am in receipt of the maximum level of Working Tax Credit and enclose a copy of my Tax Credit Award Notice (form TC602) or a recent letter from the benefits agency confirming receipt of maximum Working Tax Credit – **if this is not enclosed your application will be refused.**

**AND**

I wish to apply for transport to the school named above which is one of the three nearest suitable schools within 2 to 6 miles from our home address

I wish to apply for transport to the school named above as the nearest school within 2 to 15 miles of our home address, preferred on the grounds of our religion/philosophical beliefs (you must provide supporting written evidence as to why and how the school meets your religious or philosophical beliefs)

**DECLARATION AND SIGNATURE OF APPLICANT**

I certify that I have parental responsibility for the child named and that the information given is true to the best of my knowledge. I understand that any false or deliberately misleading information given on this form or in support of this application may render this application invalid and could lead to the withdrawal of transport assistance. Data Protection Act 1998: The information you release to us will only be used for school transport purposes.

**Signature:** ..... **Date:** .....

<b>For office use only</b>	Date Rec'd:.....	WTC Proof YES/NO/NA FSM YES/NO/NA
One of three closest YES/NO	Distance .....	Between 2-6 miles YES/NO
Faith/philosophical application? YES/NO	Distance .....	Between 2-15 miles YES/NO
	Proof faith/philosophy YES/NO	<b>Transport refused</b> <input type="checkbox"/> <b>Transport agreed code</b> .....

## Guidance Criteria for Income Assessed Home to School Transport

The full home to school transport policy can be viewed at [www.staffordshire.gov.uk/schooltransport](http://www.staffordshire.gov.uk/schooltransport) and follow the link to Transport Policy. Should you have any queries regarding the completion of this application form please contact the School Admissions and Transport Service, Directorate of Children, Young People and Families, Tipping Street, Stafford, ST16 2DH (telephone 01785 278593), or email [transport.entitlement@staffordshire.gov.uk](mailto:transport.entitlement@staffordshire.gov.uk)

### Is my child entitled?

If your child is of secondary school age (aged 11 to 16, school year 7 to 11) and you are either

- Eligible and registered for free school meals - to check if you are entitled and to register please contact your school or telephone 01785 278928, or 278966 or 278999 or use the website [www.staffordshire.gov.uk/education/educationalawardsbenefits/FreeSchool/Meal/](http://www.staffordshire.gov.uk/education/educationalawardsbenefits/FreeSchool/Meal/)
- OR**
- Receiving the maximum level of Working Tax Credit and can provide a copy of the latest Tax Credit Award Notice (form TC602) or a recent letter from the benefits agency confirming receipt of maximum Working Tax Credit

Your child will have an additional entitlement to transport to either:-

- One of the three nearest suitable schools to where you live that is between 2 and 6 miles from your home **OR**
- The nearest school that is between 2 and 15 miles from home, preferred on the grounds of the parent's religious or philosophical beliefs. The parent must be able to demonstrate adherence to the faith of that school if it is a denominational school. For a Catholic school, proof should be provided in the form of a Catholic baptism certificate or Certificate of Reception for the child.

### How do I apply?

Fill in the form overleaf and return it with any requested evidence to the postal address or email address shown at the top of this form.

**Please note that transport assistance will only be provided until the end of the academic year whilst you are in receipt of the qualifying benefits. A review of your child's eligibility will be made each year. Transport assistance cannot therefore be guaranteed for the entire period of the attendance at the school.**

### What type of transport assistance will be offered?

Normally either

- A place on a contracted vehicle hired by the Authority, or
- A travel pass for public transport, or
- The payment of travelling expenses (this might include reimbursement of bus or train fares, or a petrol or cycling allowance, at a rate determined by the Authority)

The Authority will decide which type of transport assistance will be offered. In general, pupils eligible for transport assistance may be required to walk up to one mile to or from a designated pick up/drop off point.

### I've been advised my child is not entitled to transport assistance, but I disagree with your decision - what can I do?

You should write to the Head of School Organisation, Admissions and Transport at the address given at the top of this form, giving full details of why you disagree – further details of the review procedure can also be found on the website at the address given at the top of this form.